

# RESIDENTIAL CARE ADMINISTRATOR BOARD OF EXAMINERS

September 14, 2000  
Regular Board Meeting

ROLL CALL: Verlene Kaiser  
Myron Higbee  
Elizabeth Hein-Drake  
Jerry Sorensen

Absent/Excused: Ken Madson

Also Present: Thomas Limbaugh, Bureau Chief  
Budd Hetrick, Deputy Bureau Chief  
Roger Hales, Hamlin & Sasser  
John Kersey, Chief Investigator  
Janice Wiedrick, Secretary  
Bureau of Occupational Licenses

Verlene Kaiser called the meeting to order at 9:02a.m.

Jerry Sorensen was welcomed to the Board.

Myron Higbee moved to approve the minutes of the April 27, 2000 Board meeting.  
Elizabeth Hein-Drake seconded the motion, motion carried.

## ELECTION OF OFFICERS

Myron Higbee moved to elect Verlene Kaiser Chairman. Seconded by Elizabeth Hein-Drake, motion carried.

Verlene Kaiser moved to elect Myron Higbee as Vice Chairman. Jerry Sorensen seconded the motion, motion carried.

Tom Limbaugh presented the financial report to the Board. The report showed a positive balance of \$61,137.25.

Myron Higbee moved to budget \$5,000 to fund Board expenses for the transition to the NAB examination in 2002. Elizabeth Hein-Drake seconded the motion, motion carried.

Discussion was held on the Board moving to a national computerized examination given through the National Association of Boards of Examiners (NAB). The positive points of switching to the NAB examination are: Accessibility for candidates, the bank of questions available, the validity of the questions, the study material available through several medias, and reciprocity.

Roger Hales recommended that the Board adopt rules for the new examination that establishes the pass rate, how often the test is given and the content of the exam. These rules can be adopted by a temporary rule this coming spring and be finalized in the 2002 legislative session.

It was recommended that the Board and the Idaho Assisted Living Association work together to support the changeover to the new NAB exam.

A NAB meeting is scheduled for November 15-18, 2000 in Florida. Elizabeth Hein-Drake moved that two Board members attend the NAB conference. Myron Higbee seconded the motion, motion carried.

Upon BOL receipt, a complimentary copy of the study material from NAB will be mailed to Board members for review before the meeting in Florida.

Tom Limbaugh presented the contract between the Bureau and the Board. Elizabeth Hein-Drake moved to accept the contract and that Chairman Kaiser sign the contract on behalf of the Board. Myron Higbee seconded the motion, motion carried.

John Kersey presented the investigative report showing five open complaints. Mr. Kersey recommended a Code of Ethics for Administrators be developed. NAB is working on a Code of Ethics for Administrators and this will be discussed at a later meeting.

PROPOSED RULE CHANGES

- 1. NAB examination
- 2. Endorsement – a temporary rule to be drafted for the March 8, 2001 Board meeting.

The Board business file was cleared with the following action taken: the Board would like an explanation from Dr. Haacker concerning his recent bill of \$1,000. The previous billing for the re-write of the examination was paid.

The Continuing Education audit was reviewed and one contact is to be made for clarification.

The Board approved by consensus the termination of the following application files for lack of activity:

RCA-12-16-99-CLA, RCA-10-25-99-SB, RCA-08-04-00-MAB, RCA-09-07-99-WC, RCA-01-21-00-SG, RCA-01-08-00-TKG, RCA-11-16-99-ALH, RCA-02-15-00-FAH, RCA-02-15-00-MJH, RCA-05-20-99-BJL, RCA-06-28-99-CM, RCA-02-10-00-CLM, RCA-02-07-00-JKS, RCA-06-23-99-RSW, RCA-01-03-00-FW and RCA-08-16-99-AW.

Thirty-one examination applications were approved for the examination to be held on October 10, 2000.

Having no further business before them, the meeting adjourned at 1:15p.m.

Verlene Kaiser, Chairman	Jerry Sorensen
Ken Madsen	Elizabeth Hein-Drake
Myron Higbee	Thomas E. Limbaugh, Bureau Chief

Licenses issued as a result of the July 2000 examination

Andrew Frasure	RCA-375
Matt Fleming	RCA-376
T. Shane Bell	RCA-377
Kenneth C. Graul	RCA-378
Nelia Hartwig	RCA-379
Lisa Sjoberg	RCA-380
Bonnie J. Welborn	RCA-381
Shawna Kraus	RCA-382
Jeff Turnbow	RCA-883
Todd Russell	RCA-384

Licenses issued as a result of the October 10, 2000 examination are:

Jennifer Barnhart	RCA-385
Kimberly Canifax	RCA-386
Peggy M. Chrystal MPA	RCA-387
Wilma D. Fisher	RCA-388
Melody Gambrel	RCA-389

Debra Williams-Grubaugh	RCA-390
Donald F. Johnson	RCA-391
Joyce K. Jones	RCA-392
Tabetha Kolka	RCA-393
Letisha Lamkey	RCA-394
Candy Bedelia Ann Pentland	RCA-395
Nancy Todd Peterson	RCA-396
Della P. Sapp	RCA-397
Claretta W. Shaffer	RCA-398
Debbie Van Meter	RCA-399
Sonja M. Yates	RCA-400
Rhonda Young	RCA-401